



# MY WHOLE EARTH ACADEMY

2020-2021 School Year

How did you hear about us?

## APPLICATION FORM

Parent(s) Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child answers to: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Application for Classes Starting on: \_\_\_\_\_ Semester: \_\_\_\_\_

| Classroom  | Days Attending | Class Start Time | OFFICE USE ONLY  |
|--|----------------|------------------|--|
| <input type="checkbox"/> PrepSchool 1      1½ – 2 years old            | M T W TH F     | 11:30am          | Program tuition: _____<br>÷<br># of payments: _____<br>=<br>\$ per payment: _____<br>Application Fee: _____<br>Security Deposit _____<br>Sibling Discount _____<br>Total Fees: _____ |
| <input type="checkbox"/> PrepSchool 2      2 – 2½ years old            | M T W TH F     | 10:15am          |  |
| <input type="checkbox"/> PrepSchool 3      2½ – 3 years old            | M T W TH F     | 8:30am           |  |
| <input type="checkbox"/> In Class Preschool      3 – 4 years old       | M T W TH F     | 9:00am           |  |
| <input type="checkbox"/> In Class Jr Kindergarten      4 – 5 years old | M T W TH F     | 1:00pm           |  |
| <input type="checkbox"/> Zoom Preschool      3 – 4 years old           | M T W TH       | 9:30pm           |  |
| <input type="checkbox"/> Zoom Jr Kindergarten      4 - 5 years old     | M T W TH       | 12:30pm          |  |
| <input type="checkbox"/> Zoom Kindergarten Extra      4 - 6 years old  | M T W TH       | 2:30pm           |  |
| <input type="checkbox"/> French/Mandarin Tutoring      5 – 8 years old | M T W TH F     | 3:30pm           |  |

**Method of Payment:**  **Cash** (payment must be received in full or accompany other postdated payment options)

**Interac e-Transfer** to <admin@mywholeearth.ca>

**Cheque(s)** (all cheques must be received with registration)

**Credit Card #** \_\_\_\_\_ **Expiry Date:** \_\_\_/\_\_\_ CVV : \_\_\_\_\_

**Credits Applied** \_\_\_\_\_

Office   
 Filing   
 Finance

- I understand that my \$100 Application Fee is non-refundable.
- I understand that my \$200 Security Deposit is only refundable if there are no outstanding fees due.
- I have read and I understand My Whole Earth Academy's posted Illness Policy and Emergency Procedures.
- I have read and I understand My Whole Earth Academy's Withdrawal and Missed Class Policies.

NOTES \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academy Witness: \_\_\_\_\_

Date: \_\_\_\_\_



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## ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

*\*Due to Covid-19, some of our policies have been adjusted to accommodate the needs of our school, students, and families*

### **ILLNESS POLICY**

Children who are ill need to be at home to recover and to keep their classmates safe from also becoming ill. Make up classes are available for children who miss class due to illness. NOTE: Children with any of the following symptoms must be sent home:

- Pus or bloody discharge from eyes, ears, nose or open wounds (clear fluid from nose may be excused for allergies and teething)
- Vomiting
- Diarrhea
- Undiagnosed rashes
- Productive cough or sustained sneezing *During the Covid Pandemic, any kind of cough requires staying home*

*During the Covid Pandemic, if anyone in your household, or who has visited with your child becomes ill, we ask that you keep your child home for 2 weeks. You may attend class on Zoom if it is offered, or you may request a class credit for these missed classes.*

*If anyone in your home travels out of province or travels by air, or if you have a guest who has travelled from out of province or by air, please keep your child home for 2 weeks after first contact with the traveler. You may attend class on Zoom if it is offered, or you may request a class credit for these missed classes.*

**Anyone discovered violating these restrictions may be immediately expelled from the school without compensation of any kind.**

### **VOLUNTARILY MISSED CLASS POLICY**

We recognize that vacations will sometimes conflict with classes, however, please understand that we cannot offer refunds for your choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation. Please consider attending class via Zoom to avoid missing out on class experiences. *\*Families who miss class due to Covid related issues will be granted class credits for missed classes.*

You may request a courtesy make-up class, however, make up classes for voluntarily missed classes are subject to the following:

- Sufficient class space,
- No more than 1 make-up class in any given month,
- Are not cumulative *except in cases of Covid related matters*, and
- May not be applied against future enrollment, *except in cases of Covid related matters.*

### **PAYMENT COMMITMENT, WITHDRAWAL, AND REPAYMENT POLICIES**

**Once you have registered** at My Whole Earth Academy and your application fee has been processed, you are financially committed for the registered semester, in its entirety, regardless of absence or withdrawal. *\*Families who miss class due to Covid related issues will be granted class credits for missed classes.*

**If you have registered for the full school year and withdraw early**, you will be responsible for any increased tuition fees as recalculated based on term rates. Early withdrawal will also result in forfeiture of your \$200 security deposit. *\*Families who miss class due to Covid related issues will be granted class credits for missed classes.*

*Class Credits accrued due to Covid related issues are fully transferrable with written consent and are valid for 1 full calendar year **after** the current Pandemic is declared over.*

**To notify us of your intention to withdraw your child**, please complete a Withdrawal Form and submit by Registered Canada Post or by email to [registrar@mywholeearth.ca](mailto:registrar@mywholeearth.ca). Your notice is effective as of the date it is received by our staff. If you send it by mail, we recommend you request a signature for delivery.

Your courteous 30 day notice allows time for teachers to support the separation of your child from the group and to compassionately manage the experience of the remaining children. It also respects the needs of the Academy while we choose a suitable student to fill the new space in the class. As noted above, you will be responsible for fees outstanding.

**When you have reached the end of your registered programs** with no fees outstanding, we will refund your \$200 Security Deposit. Application Fees are non-refundable.



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